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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The original Employee Pre-Travel Authorization (Form RE-1), AND A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.) Private Sponsor(s) (list all): United Nations Foundation Travel date(s): Thursday, May 11, 2017 - Friday, May 12,2017 Name of accompanying family member (if any): Relationship to Traveler:

Spouse

Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) Expenses for Employee: Meal Expenses Other Expenses Lodging Expenses Transportation (Amount & Description) Expenses \$20.00 UN Tour \$103.50 \$267.00 \$534.00 ☐ Good Faith Estimate Expenses for Accompanying Spouse or Dependent Child (if applicable): Other Expenses Meal Expenses Lodging Expenses Transportation (Amount & Description) Expenses ☐ Good Faith Estimate ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached agenda (Signature of traveler, TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER: I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel

Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Revised 1/3/11)

Form RE-2

CSW ervising Senator/Officer

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

l.	United Nations Foundation (UNF) Sponsor(s) of the trip (please list all sponsors):
2.	Description of the trip: UN Headquarters Congressional Trip
3.	Dates of travel: Thursday, May 11, 2017 - Friday, May 12, 2017
4.	Place of travel: New York City, New York
5.	Name and title of Senate invitees: Please see attached
6.	I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

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9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two
	overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)
	If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A .
	<u></u>
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.
	UNF handles all outreach to congressional offices and is the contact for planning purposes.
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
	UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S
	UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take
_	UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with UN and U.S. officials on a variety of critical global health issues.
14.	part in meetings with UN and U.S. officials on a variety of critical global health issues.
14.	part in meetings with UN and U.S. officials on a variety of critical global health issues. Briefly describe each sponsor's prior history of sponsoring congressional trips:
14.	part in meetings with UN and U.S. officials on a variety of critical global health issues.

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UNF regularly hosts/sponsors Capitol Hill briefings, congressional learning trips, forums, and related					
events and provides publications and other educational materials to educate policymakers, businesses,					
NGOs, and the general	public on the UN's ro	ole in advancing Ame	rican interests abroad	i.	
Total Expenses for Each	h Participant:	-			
	Transportation. Expenses	Lodging Expenses	Meal	Other Expenses	
⊠ Good Faith estimate	\$448	\$267	\$103.50	UN Tour \$2	
Actual Amounts					
			_		
State whether a) the trip participation or b) the to congressional participation. This trip is arranged Williams	rip involves an event tion:	that is arranged or or	_		
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	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel: Loding expenses will be on par with GSA per diem (\$267). Food expenses will be on par with GSA per				
l					
-	diem rates (\$69).				
(Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
•	The class of transportation will be Amtrak Acela and shuttles or cabs to get to/from Pennsylvania Station.				
-	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).				
	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
•	N/A				
	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.): Signature of Travel Sponsor:				
	Name and Title: Peter Yeo, Vice President, Public Policy				
	Name of Organization:				
	Address: 1750 Pennsylvania Avenue NW, Suite 300, Washington, DC 20006				
	Telephone Number: 212-697-3315 (ask for Troy Wolfe)				
	Fax Number: 212-697;3316				
	E-mail Address: twolfe@unfoundation.org				

Senate Invitee List for the UN Foundation Congressional Learning Trip to the UN Thursday, May 11, 2017 – Friday, May 12, 2017

The following Senate staff have been invited to participate in this learning trip to the United Nations Headquarters in New York because they are responsible for issues related to foreign policy, global health, and/or women's issues.

Nathan Paxton, Legislative Assistant Sen. Angus King (I-ME), Senate Committee on Budget

Christy Gleason, Senior Strategist Sen. Christopher Coons (D-DE), Senate Appropriations Committee

Michelle Greenhalgh, Legislative Assistant Sen. Jeanne Shaheen (D-NH), Senate Appropriations Committee

Sophia Lalani, Senior Policy Advisor Sen. Cory Booker (D-NJ), Senate Foreign Relations Committee

Ryan Evans, Legislative Assistant Sen. Johnny Isakson (R-GA), Senate Foreign Relations Committee

Charlotte Oldham-Moore, Senior Professional Staff Member Senate Foreign Relations Committee

Mikhaila Fogel, Legislative Correspondent Sen. Susan Collins (R-ME), Senate Appropriations Committee

Chris Lynch, Chief of Staff Sen. Benjamin Cardin (D-MD), Senate Foreign Relations Committee

Sarah Schenning, Legislative Director Sen. Chris Van Hollen (D-MD), Senate Appropriations Committee

Louie Reckford, Legislative Correspondent Sen. Jeff Merkley (D-OR), Senate Foreign Relations Committee

Bethany Poulos, Legislative Aide, Sen. Marco Rubio (R-FL), Senate Foreign Relations Committee

Elizabeth O'Bagy, Legislative Assistant

Sen. John McCain (R-AZ), Senate Armed Services Committee

Chris Farrar, Legislative Aide Sen. John Boozman (R-AR), Senate Appropriations Committee

Stuart Varvel, Legislative Assistant
 Sen. Jon Tester (D-MT), Senate Appropriations Committee

Adam Yezerski, Professional Staff Member Sen. Lindsey Graham (R-SC), Senate Appropriations Committee

Halie Soifer, National Security Advisor Sen. Kamala Harris (D-CA), Senate Committee on Budget

Sarah Arkin, Legislative Assistant Sen. Robert Menendez (D-NJ), Senate Foreign Relations Committee

Laurel Sakai, Legislative Assistant Sen. Richard Blumenthal (D-CT), House Armed Services Committee

Anna Dietderich, Staff Assistant Sen. Lisa Murkowski (R-AK), Senate Appropriations Committee

Silver-Joy Prout, Legislative Correspondent Sen. Lisa Murkowski (R-AK), Senate Appropriations Committee

AGENDA FOR:

Universal Access Project at the United Nations Foundation's Congressional Staff Delegation to the United Nations May 11-12, 2017

Thursday	, May	11,	2017

Nations

Location: United Nations Headquarters

Thursday, May 11, 2017	<u>7</u>
4:00 PM	Depart Washington, D.C. Amtrak Acela #2172 Location: Union Station
7:00 PM	Arrive at Penn Station, New York, transfer to The Westin New York Grand Central 212 E 42nd St, New York, NY 10017
7:45 PM	Meet in lobby of The Westin for dinner
8:00 - 9:30 PM	Welcome Dinner with the Delegation Participants Remarks by Arthur Erken, Chief of the Division of Strategic Communications and Partnerships, UN Population Fund Daniel Seymour, Humanitarian Coordinator and Deputy Director Programme at UN Women Location: Grand Central Dining Room, Westin New York Grand Central
Friday, May 12, 2017	
7:15 - 7:30 AM	Hotel check-out. Please leave your luggage with the porter.
7:30 – 7:45 AM	Travel to U.S. Mission
8:00 - 8:45 AM	Working Breakfast Roundtable Meeting with the United State Mission to the UN on Gender-Based Violence in Conflict Settings TaShawna Smith, Senior Advisor, U.S. Mission to the United Nations Tonderai Chikuhwa, Senior Program Officer, Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict Erin Kenny, Gender-based Violence Specialist within the Humanitarian Response Branch, UNFPA
전 전	Location: U.S. Mission, 2 nd Floor
ທ ທ _{ີ່} 8:45 − 9:15 AM	Travel to UNHQ 45 th Street Entrance, Enter Through Security
9:15 - 10:00 AM © © ©	Remarks by Daniel Schensul, Development Sociologist at the United Nations Population Fund, on using Data in Humanitarian response Location: S-1519 Secretariat Building, United Nations Headquarters
10:00 AM – 10:45 AM	Briefing by Daniel Seymour, Humanitarian Coordinator and Deputy Director Programme at UN Women Location: S-1519 Secretariat Building, United Nations Headquarters
11:00 – 11:45 AM	United Nations Guided Tour and Briefing by Department of Public Information Officer, United

AGENDA FOR:

Universal Access Project at the United Nations Foundation's Congressional Staff Delegation to the United Nations

May 11-12, 2017

Remarks by Dr. Lauri Romanzi, Director of EngenderHealth's Fistula Plus Program 12:00 - 12:45 PM

Location: S-1519 Secretariat Building, United Nations Headquarters

Working Lunch 1:00 PM - 2:00 PM

Case Study: Responding in Haiti - Public-Private Partnerships Presentation by Eddie Wright, UNFPA, on Haiti Response

Joy Marini, Johnson & Johnson Jennifer Clary, Baby Box Company

Location: United Nations Headquarters, Private Dining Room 1-3

Depart Hotel for Penn Station 2:30 PM

Transportation back to Washington, D.C. Amtrak Acela #2165 4:00 PM

UNITED NATIONS FOUNDATION

March 16, 2017

Louie Reckford, Legislative Correspondent Sen. Jeff Merkley Hart Senate Office Building, Room: 313 Washington, DC 20510

Dear Louie,

On behalf of the United Nations Foundation, I would like to extend an invitation to you to participate in an upcoming learning trip to the United Nations Headquarters in New York on Thursday, May 11 – Friday, May 12.

If you are unfamiliar with the United Nations Foundation, we are a public charity that links the UN's work with others around the world, mobilizing the energy and expertise of policymakers, businesses, and NGOs to help the UN tackle global challenges. As part of our mission, we organize several trips per year to UN Headquarters for Members of Congress and staff, providing an opportunity to learn about the UN's work firsthand and ask questions about a wide range of policy initiatives. Our upcoming May 11-12 trip will focus on the health and rights of girls and women globally and the work of UNFPA and UN Women, with a special look at women in humanitarian settings.

The basic format of the trip is as follows:

The delegation takes the train to New York on Thursday evening for a welcome dinner with a guest speaker from the UN. On Friday, you will attend a series of informational meetings beginning with a briefing at the U.S. Mission to the UN, followed by several briefings at the UN by senior UN officials and a tour of the United Nations. The day will end with a working lunch featuring NGOs, UN ambassadors, and U.S. Officials. You will depart New York by 4pm on Friday.

The UN Foundation will arrange all transportation and accommodations, including one night's hotel stay, and ensure they comply with all Senate ethics guidelines.

If you are interested in participating, please let us know by Friday, March 31.

As we begin the year with a new UN Secretary-General and new U. S. President, we hope that you will take this opportunity to learn more about the UN and how it is working to advance the health and rights of girls and women globally.

Sincerely,

Peter Yeo

Vice President of Public Policy United Nations Foundation